

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 02-033**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Mary Beth Reilly

**DATE:** January 14, 2002

**SUBJECT:** January 15, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The January 15, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

All eligible charter schools have been paid based on 40<sup>th</sup> day counts submitted by January 5, 2002. In the event that you did not receive a January 15, 2002 payment, it may be due to a drop in ADM from estimates to 40<sup>th</sup> day or a change in the special education counts. In addition, if the banking forms were not submitted to the state treasurer's office a payment will not be issued. If you have questions or concerns about 40<sup>th</sup> day, 100<sup>th</sup> day or special education counts, please contact Rose Whelihan at (602) 542-8240 or [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov).

Please refer to the Char 55 (page 2) report to see if your school was reimbursed for audit expenditures. In order to be reimbursed for audit expenditures your school must have reported the expense on the FY'02 budget worksheets and the FY'00 AFR. The increase to the BSL for audit expenditures has been updated in the January payment. In order to be reimbursed, the correct budget information must be submitted. If you have questions concerning budget information please contact Barb Huttner at 602-542-8241 or e-mail [bhuttin@ade.az.gov](mailto:bhuttin@ade.az.gov).

Budget files and worksheets have been released and processed. Check the submitted file status on your home page for processed files. Your Charter's budget status can be easily viewed on a new page available at <http://www.ade.az.gov/districts/default.asp>. Look for this link: **New** [Click here for Budget/AFR Processing Status](#). Before any new/revised budget information or worksheets are uploaded please check the School Finance Bulletin Board for important budget information <http://www.ade.az.gov/schoolfinance/BulletinBoard/default.asp>. Budget files can be uploaded at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password is required. If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call me at (602) 542-8249 or e-mail at [mreilly@ade.az.gov](mailto:mreilly@ade.az.gov).

January 14, 2002